

3 October, 1945

TO : Chief, PACMIRS

SUBJECT: OP-16-FE; Reference Library, Captured Documents
and Translations.

Preamble:

The following report outlines the scope and organization, ie. indexing and filing, of the Japanese reference material held by OP-16-FE. Comments upon this organization and the problems of combining the collections of PACMIRS and OP-16-FE follow the facts presented.

Facts:

1. Reference Library of OP-16-FE

- a. Contains both Japanese and English general reference works, such as encyclopaedia, gazeteers, etc. The bulk of this material is of pre-war vintage and was gathered from civilian agencies; the remainder is captured documents, some of which have been translated.
- b. These documents are kept on open shelves. They are indexed by a code-letter designation system originated by Lt. Davis of OP-16-FE. A copy of this system is attached to this report. This index lists all material by English titles. A cross-reference file provides a subject matter breakdown of the material, but this breakdown is meager and no standard index guide or system is used to

correlate the information. Samples of the index cards used are attached to this report.

c. This Library also keeps on file copies of all OP-16-FE translations and Port Studies. These are filed by title, and the material contained in the translations is indexed by subject in the Document Section. (See below)

d. Other material held by the Library includes:

1. Stock supply of standard Japanese dictionaries for use of translators.
2. Several crates of old documents received from the field prior to the organization of W.D.C. These have been cursorily scanned, but are neither filed nor indexed.

2. Document Section of OP-16-FE

a. All incoming documents are retained and receive the following treatment.

1. All documents are scanned, their titles translated and their contents briefly noted, if not sufficiently indicated by the title.
2. Documents considered to be of primary interest to a specific outside agency, ie. Navy Bur of Ord; PACMIRS; etc., is referred and forwarded to such agencies. This disposition is noted on the Accession Lists.

3. The remainder of the documents is listed in the OP-16-FE Accession Lists, and filed for a period of three months, awaiting requests from agencies in receipt of the Accession Lists. The documents are filed in boxes by WDC shipping advice, and by WDC document number within these shipping advices. No further index of untranslated captured documents is maintained; a document can be located only by shipping advice, and/or document number, and the Accession Lists constitute the only reference to these numbers.

4. After the three month probationary period, the documents are forwarded to the Naval Archives, where they are kept in the same form as in the Document Section, and from which they may be recalled at any time.

b. The Document Section maintains a subject index to OP-16-FE translations. This index is based in part upon the Navy Monograph system, and in part upon an unidentified four-digit number index, the guide to which appears to have been lost, and the use of which has been abandoned. Also included in this index are a few untranslated reference works, not placed in the

3. Monograph (Distribution) Section of OP-16-FE

a. This section receives all translations from outside agencies and determines their distribution to the various Naval bureaus and sections. A complete file by bulletin number is maintained of these translations, and the distribution is noted upon the copy retained. The agencies from which this material is received include:

Advatis

Australian Forces Advanced

Atis

Jicpoa

Cosmopac

Shaef

Hislis

Jica

OSS

CPM/MIS

C-C

b. This section also keeps a set of non-captured maps according to an individual, unofficial area system. A considerable amount of hydrographic material is also on hand.

c. Some original JIGPOA items have found their way into this section, and are filed there by number.

Comments:

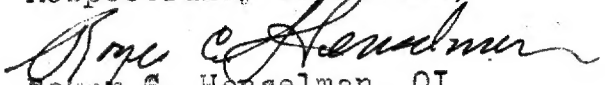
1. The considerable disparities to be noted from the above between the quantity of material, both Japanese and English, kept on hand, and the indexing of this material as done by PACMIRS and OP-16-FE, find their basic explanation in the differing purposes and attitudes of these two agencies. OP-16-FE originates few research projects and does little work on technical material. The greatest part of its translating activity is concerned with the satisfaction of specific requests for the processing of specific items. These requests come from the various special bureaus and sections of the Navy Department, with which close contact is maintained. All correlary material is considered to be kept and indexed by these agencies, and no need is felt for OP-16-FE to maintain an index of such material as an aid to research and translation. What indexing of material there is, ie. the reference library index and the subject index to OP-16-FE translations, has suffered from a lack of continuity in direction caused by extreme flux in personnel.
2. The present Reference Library of OP-16-FE is very different in character from that of PACMIRS. It contains much fewer items, and the items are predominately general reference words, rather than technical and training manuals. The real counter-part of the PACMIRS Reference Library has been maintained at JICPOA, and is at present being forwarded to OP-16-FE; this collection is believed to have

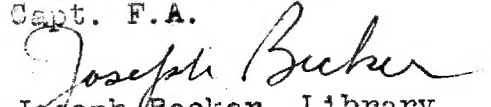
been kept with some sort of subject index by JICPOA, but it is not known whether it will arrive intact with the index.

3. It will be noted that for the above reasons OP-16-FE has at present considerably less to contribute to the proposed central reference library than has PASHIRS, both on the score of quantity of material and on that of indexing and filing systems.

4. In consideration of (1) the difference in character of the material contained in the reference libraries of the two agencies, and (2) the lack of any comprehensive index system of English material at OP-16-FE, it is felt that any integration of the filing and indexing systems of both Japanese and English material held by the two agencies must await the drafting of a master plan for the proposed amalgamation of the two.

Respectfully submitted,


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